



Position Description Template

ALL CALVARY SERVICES

Version:3.0

Position Title:	Oncology Nurse Practitioner / Translational Nurse Practitioner		
Position Number:		Cost Centre:	1412
Site/Facility:	Calvary Mater Newcastle		
Department:	Medical Oncology		
Enterprise Agreement:	Nurse Practitioner		
Classification:	02NP01-04		
Reports To:	Director – Medical Oncology & Director of Clinical Services (Nursing)		
Date of Preparation:	June 2011	Date Updated:	August 2018
Pre-Employment Screening Checks:	Yes - Working with Children Check (WWCC) and National Criminal Record Check (NCRC) required		
Infection Control Risk Category:	Category A (Contact with clients or contact with blood, body substances or infectious material).		

Primary Purpose

The Oncology Nurse Practitioner is responsible for patient care, continuing medical education and administrative matters.

Organisational Environment

At LCM Health Care our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve. Our Services include public and private hospital care, acute and sub-acute care, community care and retirement and aged care services, in both rural and metropolitan areas.

The Calvary Mater Newcastle Medical Oncology Unit is one of the busiest adult cancer treatment facilities in NSW for medical oncology consultations, and treatment with intravenous chemotherapy, immunotherapy and hormonal therapy for all types of cancers. This department is supported by a large clinical trials facility, enabling patients to access trials of new medicines before they are widely available.

The Oncology Nurse Practitioner works within multidisciplinary groups (including Radiation Oncologists, Surgeons, Haematologists, Palliative Care Physicians, Nursing & Allied Health Professionals) bringing together a wide range of skilled professionals to deliver the best current available care for cancer patients within one integrated cancer centre.

Accountabilities and Key Result Areas

People and Culture:

- Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary's values of healing, hospitality, stewardship and respect.
- Participate in and support the Hospital's Quality Improvement and Accreditation programmes.
- Demonstrated an understanding of risk management processes and systems.
- Use effective written, verbal and non-verbal communication skills appropriate to the intended audience and situation, ensuring professionalism and maintenance of confidentiality and use of appropriate discretion.
- Effective team work and ability to function within a multidisciplinary team while maintaining harmonious relations with hospital staff in a respectful and non-confrontational manner.
- Display sound interpersonal skills such as empathy, developing and maintaining positive relationships and social awareness.
- Acknowledge and agree to actively participate in developing a culture that promotes and respects the Medical Oncology Department and Hospital values.

Excellence in Care:

- Maintain a high level of patient care and make clinical decisions in accordance with best quality patient care.
- Performance of clinical duties as arranged by the Director of the Clinical Unit and Consultants.
- Cover on-treatment emergencies as required and represent the Consultants in the care of their patients at Calvary Mater Newcastle.
- Be aware of the status of your patients, their progress and results & notify their Consultant of any significant change in a patient's condition.
- Provide support medications, prescriptions, and charting of treatments as appropriate.
- Perform and supervise outpatient procedures such as paracentesis, blood transfusions.
- Liaise with general practitioners in matters concerning the clinical condition of patients, especially in respect of emergency admissions, deteriorating health or death.
- Respond to requests from the Emergency Department for advice on review of patients in a timely fashion.
- Advise the appropriate Registrar of any unwell or potentially unwell patients at the end of each shift.

Service Development & Innovation:

- Participate in weekly multidisciplinary team meetings.
- Maintain accurate and proper medical records.
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- Liaise with senior colleagues in matters of patient management.
- Use sound judgement and decision making processes such as time management and work flow prioritisation.
- Able to perform duties with minimal supervision, take initiative and contribute to the innovation and development of the Department.
- Maintain an effective personal and professional development plan, seeking learning opportunities as relevant to learning needs and accessing appropriate resources to enhance skills. Complete all essential in-service training as required in a timely manner.
- Contribute to, abide by and assist in the development of Quality Assurance and continuous improvement measures and continuous improvement measures of the Department.

Wise Stewardship:

- Responsible use of resources ensuring they are distributed and managed efficiently and effectively.
- Continually striving for excellence

Community Engagement:

- Represent CMN in a positive and responsive manner in all dealings and contact with internal and external stakeholders.

WH&S Responsibilities:

- Take reasonable care of your own health and safety and the health and safety of others in the workplace;
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Observe any additional requirements as outline in Calvary's WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)

Key Relationships

Internal:

- Medical Oncology Department staff
- Day Treatment Centre Staff
- Calvary Mater Newcastle staff and departments

External:

- Patients and their carers
- Hunter New England Local Health District and other relevant government health organisations.
- Referring, Consultants, Specialists, GPs and their associated staff
- Visiting professionals
- Relevant health bodies such as Pathology and imaging

Position Impact

Direct Reports:

- Nil

Budget:

[Click here to enter text.](#)**Selection Criteria****Essential Criteria:**

- Registered Nurse authorised by the Australian Health Practitioner Regulation Agency (AHPRA) to practice as a Nurse Practitioner; or evidence of successful completion of an NMBA-approved nurse practitioner program of study at masters level; or evidence of successful completion of a program that is substantially equivalent to an NMBA-approved program of study leading to endorsement as a nurse practitioner as determined by the NMBA.
- Evidence of extensive experience in oncology nursing across a variety of clinical settings with advanced nursing skills including assessment, triage, intervention, promotion, prevention and early intervention.
- Demonstrated ability to utilise culturally appropriate case management principles in patient care.
- Demonstrated evidence of ability to generate and utilise research and/or evidence-based outcome measures.
- Demonstrated ability to work effectively as a member of a multidisciplinary team environment as a team member and leader.
- Demonstrated commitment to own personal and professional development.

- Ability to meet key function areas outlined in the position profile.
- Commitment to the philosophy, mission and values of Little Company of Mary Health Care as it applies to the Hospital and the ability and desire to uphold these principles.

Approvals

Job Holder's signature:

Date:

Manager's signature:

Date:

Job Demands Frequency Checklist

Job Demands Frequency Key	
I	Infrequent - intermittent activity exists for a short time on a very infrequent basis
O	Occasional - activity exists up to 1/3 of the time when performing the job
F	Frequent - activity exists between 1/3 and 2/3 of the time when performing the job
C	Constant - activity exists for more than 2/3 of the time when performing the job
R	Repetitive - activity involves repetitive movements
N	Not Applicable - activity is not required to perform the job

Physical Demands Description	Frequency					
	I	O	F	C	R	N
Sitting - Remaining in a seated position to perform tasks – eg required for client interviews			X			
Standing - Remaining standing without moving about to perform tasks			X			
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes - eg walking between Lorna house and the main hospital via covered walkway			X			
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	X					
Bend / Lean Forward from Waist - Forward bending from the waist to perform tasks	X					
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	X					
Kneeling - Remaining in a kneeling posture to perform tasks	X					
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	X					
Leg / Foot Movement - Use of leg and / or foot to operate machinery						X
Climbing (stairs / ladders) - Ascend / descend stairs, ladders, and steps – eg if using fire stairs	X					
Lifting / Carrying - Light lifting and carrying - 0-9 kg – eg notepad / book / clipboard and required writing implements		X				
Lifting / Carrying - Moderate lifting and carrying - 10-15 kg						X
Lifting / Carrying - Heavy lifting and carrying - 16kg and above						X
Reaching - Arms fully extended forward or raised above shoulder						X
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body						X
Head / Neck Postures - Holding head in a position other than neutral (facing forward)						X
Hand and Arm Movements - Repetitive movements of hands and arms – eg report writing			X			
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands eg report writing			X			
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work						X
Driving - Operating any motor powered vehicle	X					

Sensory Demands Description	Frequency					
	I	O	F	C	R	N
Sight - Use of sight is an integral part of work performance eg viewing of X-Rays, computer screens – eg patient / client observation				X		
Hearing - Use of hearing is an integral part of work performance eg telephone enquiries, answering of telephones				X		
Smell - Use of smell is an integral part of work performance eg working with chemicals	X					
Taste - Use of taste is an integral part of work performance eg food preparation						X
Touch - Use of touch is an integral part of work performance				X		
Psychosocial Demands Description	Frequency					
	I	O	F	C	R	N
Distressed People – eg emergency or grief situations				X		
Aggressive and Uncooperative People - eg drug / alcohol, dementia, mental illness	X					
Unpredictable People – eg dementia, mental illness, head injuries	X					
Restraining - involvement in physical containment of patients / clients	X					
Exposure to Distressing Situations – eg child abuse, viewing dead / mutilated bodies	X					
Environmental Demands Description	Frequency					
	I	O	F	C	R	N
Dust - Exposure to atmospheric dust – eg from building site						X
Gases - Working with explosive or flammable gases requiring precautionary measures						X
Fumes - Exposure to noxious or toxic fumes						X
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	X					
Hazardous substances - eg dry chemicals and glues						X
Noise - Environmental / background noise necessitates people raise their voice to be heard						X
Inadequate Lighting - Risk of trips, falls or eyestrain						X
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight – eg walking from Lorna house to main hospital building						X
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C – eg walking from Lorna house to main hospital building						X
Confined Spaces - Areas where only one egress (escape route) exists						X
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground – eg covered / enclosed walkway						X
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls						X
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks						X
Biological Hazards - eg exposure to body fluids, bacteria, infectious diseases – eg inpatients and outpatients	X					

It is important to ensure that you can perform the position safely.

I have read and understood the physical requirements of the position as indicated in the Job Demands Frequency Checklist.

NAME

SIGNATURE

___/___/___
DATE